

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

CORRECTIONS INTERNAL AFFAIRS SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists, with responsibility for an internal affairs investigative program or specialty area, or as an administrative assistant to a manager, administrator, or executive. Such positions, designated as specialists by the appointing authority and accepted and classified as such by Civil Service, require advanced knowledge in the field of work. In addition, the positions are responsible for highly complex assignments, the scope of responsibility is significant, and the job functions have considerable impact within the department. Positions in this job typically do not supervise.

There is one classification in this job.

Position Code Title – Corrections Internal Affairs Specialist-2

Corrections Internal Affairs Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist a manager, division director, bureau director, or deputy department director in all areas for which the official is responsible. The positions report directly to the official in a

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staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Specialist

Conducts and oversees a variety of investigations in correctional facilities, field offices, or other Department of Corrections' offices that may involve violations of facility or departmental rules, regulations, policies, or violations of law on the part of prisoners, staff, or visitors.

As assigned by the administrator, conducts highly complex administrative and criminal investigations of alleged employee misconduct within the Department of Corrections at prisons and field offices throughout the State of Michigan involving employees classified at the 15 level and above.

Assigns and monitors the investigative efforts of internal investigators at the institutional and regional levels and reviews work assignments, approves investigative processes, establishes priorities, coordinates activities, and resolves related work problems.

Develops and drafts policy directives and operating procedure changes.

Formulates procedures, policies, and guidelines for assigned internal affairs investigative program.

Develops program goals and plans for implementation.

Develops alternative strategies for programs based on analysis and research in an assigned specialty area.

Periodically reviews completed investigations conducted at the facility level to ensure thoroughness and accuracy.

Coordinates and schedules all Michigan State Police K-9 drug searches within the department.

Meets routinely with the section manager and the office administrator to discuss cases and may meet with the director and other executive management.

Identifies trends in employee misconduct and report/suggest policy review.

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Acts as liaison with members of the law enforcement community, prosecutors, Attorney General, state legislators and labor officials to coordinate internal affairs investigative program.

Examines crime scenes to gather physical evidence and other information relevant to identifying the employee(s) involved in the misconduct.

Develops sources of information; locates and interviews and/or interrogates witnesses, suspects, victims, confidential informants and others, both cooperative and hostile, to obtain information relevant to the investigation.

Searches for evidence in a systematic manner and determines the existence of a criminal or administrative violation using investigative methods and techniques.

Conducts surveillances of known or suspected criminals or Department of Corrections' employees alleged to be involved in criminal activities and/or departmental misconduct.

Obtains and executes search warrants, where applicable and when needed, to collect additional evidence.

Operates electronic and photographic surveillance equipment.

Plans and coordinates the training of staff in internal affairs investigative activities.

Prepares and maintains complete records of the history of each case being investigated, preparing comprehensive documentation for the department and the appropriate Executive Policy Team members with recommendations for the disposition of the investigation and disciplinary process.

Assists prosecuting attorneys and the Office of the Attorney General in the preparation of cases, presentation of evidence, and the provision of testimony regarding violations.

Testifies and presents evidence and investigative findings during disciplinary hearings, unemployment hearings, and court examinations and trials for employee misconduct in violation of Michigan Department of Corrections' work rules and policies and violations of law.

Performs related work as assigned.

Administrative Assistant

Advises and assists the manager, administrator, or executive in all areas of the official's responsibility.

Carries out special projects as assigned by the manager, administrator, or executive.

Assists in program planning, policy, and procedural development.

Participates in budget development for the division.

Represents the manager, administrator, or executive at meetings.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact that increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management including, organization, planning, staffing, training, budgeting and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Knowledge of law enforcement methods, procedures, and policies and the laws governing and prescribing the powers and authorities of a law enforcement officer.

Knowledge of the methods and techniques of criminal investigations.

Knowledge of interviewing and interrogation techniques.

Knowledge of general criminal law and law enforcement.

Knowledge of departmental rules, regulations, and policies.

Knowledge of controlled substances and the laws governing them.

Knowledge of the rules of evidence and other standards governing the use of evidence in both the criminal justice and administrative hearing systems.

Knowledge of appropriate court decisions.

Knowledge of collective bargaining agreements and personnel directives.

Knowledge of forensic tests available to the investigator.

Knowledge of personnel management and resource management techniques.

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Knowledge of employee policies and procedures.

Knowledge of word processing and the use of computers.

Ability to gather evidence from a variety of sources, to organize and analyze the evidence, and to draw conclusions from it.

Ability to operate equipment used in the work (e.g. electronic and photographic surveillance equipment).

Ability to use the senses and reasoning to gather information under difficult circumstances, apply test of law, and make independent determinations of legality.

Ability to function as a member of a team.

Ability to remember a large quantity of written and non-written information.

Ability to lead and oversee the work of other investigators.

Ability to provide guidance and motivational support to subordinates in achieving objectives.

Ability to type using a word processor or other computer equipment.

Ability to produce comprehensive written reports.

Ability to interact and effectively communicate with a broad range of individuals having greatly differing education levels, social-economic levels, and communication abilities.

Ability to gather relevant information under difficult circumstances, and to maintain composure during stressful situations.

Ability to read, learn, interpret, and apply complex written laws, rules, regulations, and policies.

Ability to deal effectively with potentially hostile or dangerous persons and situations.

Ability to provide verbal and/or written testimony in court or in administrative hearings.

Ability to operate a motor vehicle.

Ability to maintain confidentiality in all investigations.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

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Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the reporting methods and techniques.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Working Conditions

The job requires considerable travel by automobile.

The job duties require the ability to demonstrate proficiency with a firearm.

The employee works in an extremely uncomfortable environment that involves direct contact with prisoners in correctional facilities.

The job requires the employee to work in a hostile environment encountering adversarial situations and direct contact with prisoners in correctional facilities.

Some jobs may require an employee to work on a rotating shift.

Some jobs may require an employee to be available for duty 24 hours a day, including holidays.

Physical Requirements

The job duties require an employee to work under stressful conditions.

The job duties require an employee to be absent of any physical limitation which would impair effective performance in the Department of Corrections.

Education

Possession of a bachelor's degree in any major.

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Experience

Four years of experience conducting either broad-based criminal investigations or employee disciplinary investigations, including two years equivalent to a Corrections Internal Affairs Officer P11 or one year equivalent to a Corrections Internal Affairs Officer 12.

Alternate Education and Experience

Corrections Internal Affairs Specialist 13

Education typically acquired through completion of high school and six years of experience as a Corrections Investigator E11 or Corrections Security Inspector 13 may be substituted for the education and experience requirements.

Special Requirements, Licenses, and Certifications

Willingness to submit to a thorough background investigation.

Absence of a criminal record or other circumstance which would prohibit the applicant from receiving, possessing, and carrying a firearm, or would prevent the applicant from obtaining a concealed weapons permit.

Possession of a valid Michigan operator's or chauffeur's license.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

CORNAFSPL

Job Code Description

Corr Intrnl Affrs Specialist

Position Title

Corrections Internal Affairs Specialist-2

Position Code

CORNSPL2

Pay Schedule

NERE-182